

**UNITED STATES DISTRICT COURT
FOR THE
NORTHERN DISTRICT OF ALABAMA
PROBATION OFFICE**

Position Announcement No. 2006-02

Date: July 31, 2006

**Title: U.S. Probation Officer or
U.S. Pretrial Services Officer
(Minimum of One Position)**

**Salary Range:
*\$32,776 - \$81,005**

**Location: Birmingham, Alabama and/or
District-wide as needed**

**Closing Date:
September 8, 2006**

Relocation Expenses: Funds Not Available

Join the U.S. Probation Office's team of energetic, career minded professionals! The U.S. Probation Office offers an opportunity for self-motivated individuals with excellent interpersonal skills and strong work ethic to launch or continue a career in public service. Our fast paced, prestigious environment consists of challenging and rewarding work, training opportunities, and the potential for advancement. Benefits package includes health insurance subsidized by the government, life insurance, long term care insurance, flexible spending accounts, ten paid holidays, Thrift Savings Plan (similar to 401K), hazardous duty retirement system, administrative leave, vacation and sick days earned according to years of service, telecommuting, free/secure parking and casual Fridays!

***THIS POSITION MAY BE PROVISIONAL, BASED UPON SATISFACTORY
COMPLETION OF A BACKGROUND INVESTIGATION BY
THE OFFICE OF PERSONNEL MANAGEMENT (OPM)***

Introduction

The position is located in the Probation Office of the District Court. The incumbent performs pretrial services, conducts presentence investigations, provides sentencing recommendations to the Court, and/or supervises offenders.

Duties and Responsibilities

Investigation Duties

Investigates, prepares reports, and makes recommendations to magistrate judge and district judge for bond and sentencing of defendants, which requires interviewing offenders and their families, as well as collecting background data from various sources. An integral part of this process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law. Investigates and prepares collateral reports for other districts.

Prepares reports for magistrate judge with recommendations for bail and/or release conditions. Presents presentence reports and sentencing recommendations to the Court. Responds to judicial officer's request for information and advice. Testifies in Court as to the basis for determining factual findings and guidelines applications.

Analyzes any objections to the presentence report and determines appropriate course of action, including resolving disputed issues and/or presenting unresolved issues to the Court for resolution.

Supervision Duties

Supervises defendants who are released on bond and those individuals placed on pretrial diversion. Notifies the Court and U.S. Attorney of any violations. Supervises offenders to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment.

Contacts defendants and offenders through office and community visits and by telephone. Investigates employment/sources of income, life style and associates, which helps to assess risk and compliance factors. Responsible for detection of substance abuse and implementing necessary treatment or violation proceedings.

Communicates with other organizations and persons concerning defendants' and offenders' behavior and conditions of supervision. Detects and investigates violations and implements appropriate alternatives and sanctions; reports violations to appropriate authorities. Prepares reports which may include application of U.S. Sentencing Commission revocation guidelines. Makes recommendations for revocation guidelines. Makes recommendations for disposition. Testifies at Court and parole hearings. Conducts preliminary interviews and other investigations, as required. Maintains a detailed written record of case activity.

Required Education/Experience

ALL LEVELS

Education- Minimum

Bachelor's Degree in field such as criminal justice, criminology, sociology, human relations, psychology, social work or counseling.

CL 23 @	\$32,776 - \$50,329	Bachelor's Degree
CL 25 @	\$35,772 - \$57,309	One year specialized experience equivalent to work at next lower level
CL 27 @	\$41,575 - \$67,567	Two years specialized experience, including at least one year equivalent to work at the next lower level
CL 28 @	\$49,815 - \$81,005	Three years specialized experience, including at least one year equivalent to work at the next lower level

*Note: Salary ranges in the Huntsville, Alabama Office are at a somewhat higher level due to locality pay.

Definition: Specialized Experience is progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment. Experience as a police, custodial or security officer (other than any criminal investigative experience) is not creditable.

Educational Substitutions

Bachelor's degree and one of the following may be substituted for one year of specialized experience:

- 1) An overall "B" grade point average equaling 2.90 or better of a possible 4.0
- 2) Standing in upper third of the class
- 3) A "B+" (3.5) average or better in the major field of study, such as criminal justice, criminology, sociology, human relations, psychology, social work or counseling
- 4) Election to membership in Phi Beta Kappa, Sigma Xi, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies.

Qualifications

The applicant(s) selected must be tactful and mature, and must use good judgment, be able to meet the public, maintain confidentiality and work harmoniously with others. Applicant(s) must possess the ability to communicate effectively, both orally and in writing. **Candidate(s) selected must be under 37 years of age on the date of hire because this is a hazardous duty position.** *In addition, to qualify for this position applicants must be proficient in use of computer software such as WordPerfect or Microsoft Word and Windows.*

Conditions of Employment

All selected candidates for appointment as a probation officer will be required to undergo a thorough background investigation, pre-employment drug testing, and a medical examination. Upon successful completion of the medical examination and drug screening, the selectee(s) may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions of continued employment, the incumbent will be subject to ongoing random drug screening, updated background investigation every five (5) years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations. The medical requirements and the essential job functions derived from the medical guidelines for probation officers and officer assistants are available for public review at <http://www.uscourts.gov/>.

Preferred Skills/Experience

A post graduate degree with a minimum of one year experience. Fluent in Spanish.

Salary

The salary range is subject to increase based on applicants' education and prior work experience. This position is subject to mandatory electronic funds transfer participation for payment of net pay (direct deposit).

To apply ... Applicants must submit a resume which is specific as to dates and details of prior experience and education to: Personnel Specialist, U.S. Probation Office, 1729 Fifth Avenue North, #200, Birmingham, Alabama 35203, or Jo_Langston@alnp.uscourts.gov **no later than close of business on September 8, 2006.** The best-suited candidates will be invited to participate in a personal interview. Only those interviewed will receive notification when the vacancy is filled. This announcement may be considered for future vacancies for up to twelve months.

THE UNITED STATES COURTS IS AN EQUAL OPPORTUNITY EMPLOYER